

URGE Management Plan for the School of Earth & Space Exploration

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes, at the ASU-wide level / SESE is developing more (e.g., Code of Conduct)	Grads: Grad Advocate / Students: Dean of students / All: SESE ADs, ASU hotline, other groups	On website already	Currently reviewed "as needed"	Not planned	SESE is working to develop JEDI (justice, equity, diversity, and inclusion) related training	ASU: Depends on who is involved / SESE: still developing our Code of Conduct
Demographic Data	No (aside from some internal data)	SESE AD of Inclusive Community / Inclusive Community Committee	Internal only - some shared during "State of SESE", and some in Heptennial review (also internal)	Recommend every year	Recommended	Not planned	
Policies for Working with Communities of Color	ASU IRB has specific review for Indigenous communities, but otherwise no	Pod Member(s), SESE AD of Inclusive Community / ASU: Office of American Indian Initiatives	TBD	Recommend annually	IRB - Yes / Otherwise - No	Yes	IRB - Approval, Consequence

Admissions and Hiring Policies	ASU-wide statement on EEO for faculty/staff hires, but nothing for grad student admission	SESE ADs (Inclusive Community, Graduate Studies)	Some ASU policies are defined, but mostly internal (e.g., SESE grad student admissions rubric)	No set interval, recommend annually	Recommended	Currently unconscious bias training for faculty/staff hiring committees, but none for grad admissions	
Safety Plan	Nothing yet	CFO incident reporting procedure	https://cfo.asu.edu/employee-and-non-employee-incident-report	Annually, but also after any major reported incidents	Recommended	Yes	Approval and Consequence
Resource Map	Not yet, but should include many aspects, including mentoring, training, community resources, etc.	Pod Member(s), SESE ADs, current SESE community members, and ASU-wide organizations	Post on organization website (though we believe some of this should eventually be on ASU-wide websites)	Additions on a rolling basis	Recommended at mentoring level and during admissions	-Student skillset training -faculty mentoring w/ bias training -resource workshop maybe?	

Deliverable	How ready to implement?	Notes, needs?
Complaints and Reporting	Implemented (ASU-wide) Comprehensive for ASU reporting	Need more ways to report incidents internal to SESE

Policy		
Demographic Data	Medium	- Data are theoretically available, but there is not a frequent cadence of retrieving them (other than heptennial review) - Data on students' post-graduation is hard to access. Relies on graduates reporting back through alumni surveys, e.g.
Policies for Working with Communities of Color	High ASU community of color initiative IRB Several actionable ideas in the deliverable	
Admissions and Hiring Policies	High?	In this case the department has already started to take a number of relevant steps.
Safety Plan	Medium	- Needs bridges to increase chance that someone will reach the step of completing official procedures - Identified the need for department-wide policies and guidance for instructors, but these will need to be written.
Resource Map	Resources map is complete and ready for implementation	Not all resources are available -community resources -financial resources -moving/relocation resources -professional development

Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

- **Agreement -**

- **Pod Guidelines** - We can share our guidelines with the SESE JEDI Task Force, which will evolve into the SESE Inclusive Community Committee in Fall 2021, for use in developing a Code of Conduct and other guidelines for the SESE community.
- **Complaints and Reporting Policy** - These are the current policies, and SESE will be implementing additional ones as part of the work to develop a Code of Conduct.
- **Demographic Data** - There are issues to work through on how demographic data can be collected and made public, but we will need to work closely with HR on this and it may take several years and/or involvement of additional departments for wider aggregation of data.
- **Policies for Working with Communities of Color** - The SESE Strategic Plan will include recommendations about risk assessments for fieldwork (especially when graduate students are involved), but currently does not contain language around how we work with local communities as part of our research/work (e.g., how we communicate with local community members, how we partner with them, etc.). Training is needed for faculty and staff so they understand the importance of these topics. Expanding approval policies for field work would be one way to enforce better practices when working with communities of color. On the other hand, simplifying other policies like visa policies can improve the process by making sure paperwork does not block collaborations. We can also seek to implement better practices in courses (e.g., working with the Office of American Indian Initiatives before Field Camp) and/or include relevant considerations during promotion and tenure reviews.
- **Admissions and Hiring Policies** - We would recommend more transparency on hiring and admissions process (e.g., not all faculty/staff/postdoc hires are based on publicly posted positions or require a committee). Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies. There are also current efforts to address biases inherent in the graduate student admissions process (e.g., changing the statement of purpose format, creating a fund for admission fees).
- **Safety Plan** - We recommend that there should be a safety plan or other risk assessments for potential fieldwork sites.
- **Resource Map** - There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the resources for employees, students, etc.